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MEMORANDUM FOR: Director of Data Processing
Director of Central Reference

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FROM: [REDACTED]
Acting Director of Communications

SUBJECT: OC Planning Symposium, 27 - 30 May 1980 (U)

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1. To confirm your earlier conversations with members of our Planning Staff, I would like to extend an invitation to join the Office of Communications (OC) at its annual Planning Symposium at [REDACTED] on 29 May 1980. (C)

2. OC sets aside two to four days every year for an informal group of officers to discuss major issues and problems before the Office and recommend changes that may be beneficial. To an extent, this annual retreat is part of our planning process. The Symposium theme this year is "OC in Transition;" and to underscore the significance of that subject, we are devoting one day, 29 May, to information handling (IH) topics. (U)

3. It is our desire to bring together the Agency components most affected by the future of information handling in an effort to provide a vehicle to discuss our respective IH activities and to promote increased dialogue and understanding among the principals. The information handling day (tentative agenda attached) hopefully will provide us with the opportunity to exchange data and perceptions on a host of subjects and possibly identify some mutually beneficial courses of action. (U)

4. We would appreciate receiving your travel and lodging preferences by 28 April 1980. Please contact OC-PS [REDACTED] for any further information or suggestions regarding the agenda or arrangements. (U)

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Attachment:
As Stated

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SOURCES AND METHODS INVOLVED

DERIVATIVE CL BY 061720
REVIEW ON 16 APRIL 2000

